

LOK SABHA SECRETARIAT

FAX: 23010756

(GENERAL PROCUREMENT BRANCH)

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

Ref. No. LAFEAS-GPB018(11)/24/2020-GPB

Dated: 26.08.2020

From

Rakesh Kumar Chhabra
Executive Officer

To

All Concerned


Subject: Procurement of Misc. Items for Lok Sabha Secretariat on urgent basis.

Dear Sir,

Lok Sabha Secretariat requires following items of **Reputed Brand** on urgent basis. The firms having their offices at Delhi / NCR and GST Number may quote the rate of items, as per the format given below.

Sl. No.	Name of item	Qty.	MRP/ if any	Name of Brand	Offer Rate	% of GST
1.	Signature Book/Pad	20 Nos.				
2	Tea Cup with Saucer	24 Pcs.				
3	Tea Pot (Small)	02 Pcs.				
4	Tea Pot (Big)	01 Pc.				
5	Milk Pot	02 Pcs.				
6	Dinner Plates	06 Pcs.				
7	B&B Plates	06 Pcs.				
8	A.P. Spoon	06 Pcs.				
9	A.P. Fork	06 Pcs.				
10	Sugar Pot	02 Pcs.				
11	Water Glass	06 Pcs.				
12	Service Spoon	06 Pcs.				

- The items are recurring items and the quantity mentioned is tentative. Procurement will be made on actual requirement basis.
- Rates should be quoted F.O.R. basis (Free delivery at site) and should be valid for a period of ninety days from the date of awarding the order.
- On award of contract/order, the selected firm is bound to supply the material as per specification or else appropriate action may be initiated against the firm.
- Quotation may be submitted either by hand in Room No. 408, 4th Floor, Parliament House Annexe, New Delhi - 11 00 01 by **28.08.2020 upto 1600 hrs.** addressed to the Executive Officer, General Procurement Branch or to the E-mail: gpb-iss@sansad.nic.in.


(RAKESH KUMAR CHHABRA)
EXECUTIVE OFFICER
PHONE NOS. 23034408/4410